DSB Travel Request Form

Task Force Meeting:
Date/Location:

Member Name:_____

☐ I will NOT attend ***(nothing further to fill out)***

☐ I will attend this meeting (check only one below for your travel)

☐ ***Funded travel is not required. I will not claim travel expenses. (nothing further to fill out)***

A. Travel Reservations with Carlson Wagonlit Travel (CWT)

Procedures for Making DSB Airline Reservations with Carlson Wagonlit Travel (CWT)

(1) Call 1-800-756-6111 for reservations. Advise booking agent you will have travel orders through OSD for the DSB at the Pentagon.
(2) Tell the booking agent to email your Itinerary to osd.pentagon.ousd-atl.mbx.dsb-office1@mail.mil →
(3) Write down your CWT Reservation Confirmation code in this box

Procedures for Checking Status of Travel Orders & Tracking Your E-Ticket Issued by CWT

(1) If you haven't received a copy of your orders at least 4 business days before travel, call the DSB Office (703-695-4157).
(2) After receiving travel orders, check your email account for receipt of notice from Carlson titled "…E-Ticket . **Call or email the DSB Office if no E-ticket has been issued 3 business days before travel**.

B. *Home Addres*

. *Your Email address (DSB will email your ord*

C. *I will depart fi* *(city*

. *(date).*

D. *I will return to* ☐ ☐ ☐ *(city/state) on*

. *(date).*

E. *I will travel by (check on*

. *Additional comments, if nee*

Notes on Invitational Travel Orders:

(1) You are STRONGLY ADVISED to use the government travel agency, Carlson Wagonlit Travel. If you choose not to, please be advised that the government will only reimburse you for an amount equal to the government round trip fare between your point of departure and the meeting location, whichever is cheaper.

☐ **I will NOT be using Carlson Wagonlit for my airline reservations.**

Ver 8, Mar 15

(2) Rental Cars and use of Non-Contract Carriers are NOT authorized.

Please Fax (703-697-1860) or Email (osd.pentagon.ousd-atl.mbx.dsb-office1@mail.mil) this form to the DSB Office.